

## **INSPECTIONS, MAINTENANCE AND GROUND OPERATIONS**

**8361**

(Revised September 2001)

### **INSPECTIONS AND DEFICIENCIES**

**8361.1**

(Revised September 2001)

#### **PRE-FLIGHT AND POST-FLIGHT INSPECTIONS**

**8361.1.1**

(Revised September 2001)

Pilots shall conduct pre-flight, through flight, and post-flight inspections of their aircraft.

#### **AIRCRAFT DEFICIENCIES**

**8361.1.2**

(Revised September 2001)

Anytime the airworthiness of an aircraft is in question it shall be taken out of service immediately.

#### **RESOLUTION OF QUESTIONS CONCERNS REGARDING AIRCRAFT STATUS**

**8361.1.3**

(Revised September 2001)

Contact Aviation Management Unit staff Sacramento by the most direct method available when:

- Aircraft airworthiness is suspect but cannot satisfactorily be determined.
- Differences of opinion exist as to airworthiness or compliance with operating rules or requirements.
- A problem is detected that may show up in other aircraft or similar aircraft equipment.

#### **ISSUES NOT AFFECTING AIRWORTHINESS**

**8361.1.4**

(Revised September 2001)

Deficiencies not directly affecting airworthiness should be corrected as soon as possible.

- Refer minor deficiencies directly to the person responsible for maintaining the aircraft. This may be an on-base mechanic or contract maintenance personnel at another location.
- Deficiencies not corrected to the satisfaction of pilots or air attack/helitack managers should be referred to the Aviation Management Unit staff for investigation and resolution.

- Notification should be made by the most direct method available and should relate basic facts and necessary details to begin action.
- Initial notification will be followed up with an aircraft discrepancy report.

## **ISSUES AFFECTING AIRWORTHINESS**

**8361.1.5**

(Revised September 2001)

Aircraft determined to be not airworthy or deficient in meeting CDF operating requirements shall be taken out of service until determined to be safe and in compliance with FAA and CDF specifications.

- Report through normal ECC channels the nature of the problem and the estimated time the aircraft will be unavailable.
- Notify the responsible aircraft maintenance personnel of known or suspected problems and request prompt inspection and correction.
- Request an estimate of the time needed for correcting the deficiency.
- Document the time the aircraft went out of service, when the repair request was made, and when the aircraft returned to service. Use FC-163 CDF Aircraft Discrepancy Non Performance Report.
- Maintain a copy of the FC-163 in the base files.
- Enter the out of service data in the automated airbase computer program.

## **AIRCRAFT MAINTENANCE**

**8361.2**

(Revised September 2001)

### **CONTINUOUS AIRWORTHINESS PROGRAM**

**8361.2.1**

(Revised September 2001)

All department aircraft shall be maintained in accordance with an approved maintenance and inspection program.

The Deputy Chief of Aircraft Maintenance and Engineering shall be responsible to insure compliance with this program.

## **MAINTENANCE FLIGHTS**

**8361.2.2**

(Revised September 2001)

Maintenance check flights are restricted to mission essential personnel. Pilots performing maintenance flights must meet the requirements for recency, currency and proficiency for the aircraft type in which these flights are conducted.

## **MAINTENANCE GROUND RUNS AND TAXI**

**8361.2.3**

(Revised September 2001)

Only those personnel authorized in writing by the Deputy Chief of Aircraft Maintenance and Engineering will be permitted to conduct maintenance ground run-ups and taxi department aircraft.

## **AIRCRAFT REQUIREMENTS**

**8361.2.4**

(Revised September 2001)

Weight and Balance: Current aircraft weight and center of gravity shall be calculated from the values established by actual weighing of the aircraft within the preceding 36 calendar months.

Maintenance Releases: No aircraft shall be flown that has not been released by maintenance in the aircraft flight log.

## **MAINTENANCE BY PILOTS**

**8361.2.6**

(Revised September 2001)

Pilots may perform limited, minor repair work only as specifically authorized by CDF policy or contract specifications and as outlined in the following:

- If the pilot is an FAA-certified airframe and powerplant (A&P) mechanic, the pilot may perform maintenance in accordance with the instructions of the contractor or an interagency aircraft inspector from the Aviation Management Unit staff.
- Pilots who are **not** A&P mechanics may perform the normal pre-flight, postflight, and preventive maintenance operations authorized by FAR's. More complex maintenance and repair work must be performed by, or under the direct supervision of an authorized A&P mechanic.
- The replacement of light bulbs, instruments (not requiring specialized tools or techniques), and minor components (seats, radios, etc) will be allowed as long as their replacement requires only simple disassembly/assembly operations.

- Maintenance work done by a pilot shall count toward his/her duty/rest hour limitations.
- Unless specifically authorized, pilots shall not perform maintenance on engine, landing gear, drive train, propeller, rotor blade, or flight control components or accessories.
- All maintenance activities shall be in accordance with the approved maintenance manuals to include the use of specified tools.

## **GROUND OPERATIONS**

**8361.3**

(Revised September 2001)

### **PERSONNEL AND CARGO**

**8361.3.1**

(Revised September 2001)

All propellers of an airplane will be completely stopped prior to loading or unloading of passengers and/or cargo. The only authorized exception is when access to/from the aircraft is from the side opposite the running engine(s) and approach and departure from the aircraft continues to that same side. These operations will only be conducted when supervised by trained Department personnel.

Whenever the rotors are turning on helicopters, passengers loading or unloading shall be physically escorted to and from the helicopter by:

1. Helitack crew member or
2. Trained department personnel.

### **RETARDANT AND FUEL**

**8361.3.2**

(Revised September 2001)

Retardant hot loading or hot refueling of aircraft is only authorized when a hot loading plan is in place at bases conducting hot loading procedures. All hot loading/refueling plans must be approved by the Unit Chief, Region Chief and AMU prior to being implemented.

Conducting simultaneous retardant loading and refueling operations of airtankers is strictly prohibited.

All engines and electrical power unless necessary for refueling operations will be shut down during all other servicing or refueling operations.

## **TRANSPORTING PERSONNEL AND SUPPLIES**

**8361.3.3**

(Revised September 2001)

Transportation of cargo within the passenger compartment of an aircraft is prohibited unless the following requirements are met:

All cargo shall be secured to prevent movement during turbulence and any emergency crash sequence.

The pilot shall ensure cargo is properly secured.

The aircraft and personnel will be protected from damage and injury from sharp edges/objects.

Bungee cords shall not be used for securing cargo within the passenger compartment of any aircraft.

Weight and balance calculations must be completed. Helicopter operations may only require a completed load calculation and manifest list.

## **HELICOPTERS**

**8361.3.4**

(Revised September 2001)

Chainsaw gas and oil shall be transported in DOT approved fuel containers only, appropriately marked.

## **HAZARDOUS MATERIALS**

**8361.3.5**

(Revised September 2001)

Transportation of hazardous materials by CDF aircraft will be done in accordance with DOT Regulation HMR 175.310, and Aviation Transport of Hazardous Materials by Dept. of the Interior and the USFS.

## **PASSENGER BRIEFING**

**8361.3.6**

(Revised September 2001)

Pilots shall insure that a thorough passenger safety briefing has been conducted prior to takeoff. See the exhibit [Passenger-Briefing Checklist](#).

## **MANIFESTING**

**8361.3.7**

(Revised September 2001)

Any pilot carrying passengers in department aircraft shall insure that a manifest list has been completed prior to each flight. Personnel and cargo shall be itemized on a manifest, such as the FC-113 Aircraft Manifest or FC-67 Helicopter Load Calculation Passenger Manifest. A copy of this Manifest shall be retained in the aircraft and at the departure point.

Load and or personnel changes occurring at intermediate stops shall be noted on the manifest.

## **SMOKING**

**8361.3.8**

(Revised September 2001)

Smoking in any Department owned or controlled aircraft is prohibited at all times.

Smoking is prohibited within any and on any aircraft ramp, pit, pad, aircraft operating areas, no closer than 50 feet of any aircraft, fuel-servicing unit, and as otherwise posted.

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